From: s9(2)(a) @nzrugbv.co.nz>

Sent: Tuesday, September 24, 2024 2:04 PM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora s9(2)(a)

Just wanted to check in about Saturdays6(c), s6(d)

I also wanted to confirm that there is NO trophy presentation for this match – the Rugby Championship will be presented at the South Africa v Argentina match, and the Bledisloe was won by the All Blacks last weekend

Finally, will get that final guest list over to you by tomorrow morning, just have a couple final outstanding guests.

Many thanks

s9(2)(a)

From: s9(2)(a) @nzrugby.co.nz>

Sent: Monday, September 16, 2024 1:03 PM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Sounds good, thanks \$9(2)(a)

From: \$9(2)(a) @parliament.govt.nz>

Sent: Monday, September 16, 2024 12:27 PM

To: \$9(2)(a) @nzrugby.co.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Hi^{s9(2)(a)}

Great, I'll update the timings on the PM's VIP car.

I'm hoping to get a name by this Thursday or next Monday at the latest.

Thanks for you help

s9(2)(a)

Private Secretary | Executive Support

Office of the Prime Minister

M: s9(2)(a)

Executive Wing, Parliament, Wellington 6011

From: s9(2)(a) @nzrugby.co.nz>

Sent: Monday, September 16, 2024 10:50 AM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora ^S

s9(2)(a)

No problem!

A little after 6 would be great – if we aimed for 6:10pm that would be really ideal.

And no problem about the names, if I don't have to give the passes until the day before, then I'm sure we'll have the names by them so I can get them printed, all good!

Thanks also for the reprieve on the guest list, sending next Monday would be great as there are still a few moving pieces.

Many thanks

s9(2)(a)

From: s9(2)(a) @parliament.govt.nz>

Sent: Friday, September 13, 2024 10:01 AM

To: s9(2)(a) <u>@nzrugby.co.nz</u>>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Good morning s9(2)(a)

Thank you for letting me know and sorry for my slow replies. The office becomes hectic when the PM is in the office and the best time to catch up on admin is Fridays.

Would you recommend the PM arriving just after 6? It will be ideal for the room to be somewhat full when he arrives. He won't be able to arrive earlier as he has a full day, but happy to go with your advice

Haha that is weird numbering, I'm glad I don't have to be the one to locate his seat lol. Spoke with the team and they will be fine with the setting arrangements. s6(c), s6(d)

Unfortunately, we haven't confirmed a staffer as it would usually be \$9(2)(a)

s6(c), s6(d)

Really sorry if this delays your work. I'll try my best to confirm our staff member. s6(c), s6(d)

No stress, with the attendees list. You can send them on the week of if you need.

Kind regards,

s9(2)(a) Private Secretary | Executive Support

Office of the Prime Minister

M: s9(2)(a)

Executive Wing, Parliament, Wellington 6011

From: s9(2)(a) @nzrugbv.co.nz

Sent: Wednesday, September 11, 2024 8:26 AM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora s9(2)(a)

Thanks so much for the below.

5:50pm for an arrival time sounds great, bearing in mind that this will be around about the time that the curtain raiser final will finish, so guests will be a bit in and out of the lounge at that time. But, it works well for us, no prob.

s6(c), s6(d)

It would be great to confirm the names of the staffers attending with the PM and his wife, as we will make named VIP lanyards for everyone, which I'll put on a courier to you next week. I also

s6(c), s6(d)

Other than those two action points, the only left that I am aware of is for me to send the final guest list through to you, I have a reminder in my diary to do that on Monday next week, is that ok?

Many thanks

s9(2)(a)

From: s9(2)(a) @parliament.govt.nz>

Sent: Monday, September 9, 2024 2:57 PM

To: \$9(2)(a) @nzrugbv.co.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

s9(2)(a) Hi

Thank you and likewise. Apologies for my delayed response, it was a really busy time in the office preparing the PM's overseas trip and trying our best to catch up on admin.

Awesome, thank you for sending runsheet. I've got the PM arriving at the stadium at 5:50pm, can you please confirm that this will be ok.

Just wanting to confirm his seating location, s6(c), s6(d)

Other than that, everything else looks great to me. please let me know if you need anything from my end.

Contact details for Ministers office:

Minister McClay: \$9(2)(a)
 @parliament.govt.nz

Minister Willis: \$9(2)(a)
 @parliament.govt.nz

Kind regards,

s9(2)(a) Private Secretary | Executive Support

Office of the Prime Minister

M: s9(2)(a)

Executive Wing, Parliament, Wellington 6011

From: \$9(2)(a) @nzrugby.co.nz>

Sent: Tuesday, September 3, 2024 10:51 AM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora s9(2)(a)

Hope you're doing well. Please see attached the draft version of the event form for the Prime Minister. Let me know if you have any questions at this stage, and I'll look to get further information across to you (particularly the final guest list, and the draft trophy presentation runsheet) as soon as these are complete.

You will notice in the attached that I have listed that we would like to invite Ministers Willis & McClay to the event as well. Do you happen to have contacts in their offices so that I can issue invitations?

Many thanks

s9(2)(a)

From: s9(2)(a) @parliament.govt.nz>

Sent: Thursday, August 8, 2024 10:24 AM

To: s9(2)(a) <u>@nzrugby.co.nz</u>>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Good morning s9(2)(a)

Likewise, and thank you for sending the draft runsheet, we're really excited for the opportunity. It will be a great for the PM to present the cup however, we would much rather have it secured over the ditch!

I have attached our event form. Can you please fill out with as much detail and have it returned by the first week of September if possible.

I can confirm that there will be 2x staffers attending (names tbc) s6(c), s6(d)

If you have any questions, please don't hesitate to contact me.

I hope this weekend runs smoothly and I look forward to hearing from you soon.

Many thanks,

\$9(2)(a) Private Secretary | Executive Support

Office of the Prime Minister

M: S9(2)(a)

Executive Wing, Parliament, Wellington 6011

Office of Rt Hon Christopher Luxon Prime Minister

EVENT INFORMATION FORM

Please read the information below before completing this form.

- This form captures a range of details needed to support the Prime Minister's involvement in your event. Please provide as much detail as you can. Feel free to leave blank any sections that do not apply to your event.
- Please note that the Prime Minister will be accompanied by staff members and a Police security
 detail. Police officers and Prime Minister's Office staff will need to visit your event/venue prior to the
 day. We and/or Police will work with you to arrange a time for this to occur.
- Please note that any invitations or advertisements featuring the Prime Minister must be approved by the Prime Minister's Office prior to their release.

Please return this form to us as soon as possible. The Prime Minister's participation in your event may not be able to proceed if the required information is not received by the agreed deadlines.

	4011
	v Australia Test match, part of the Lipovitan-D ampionship
New Zeala	and Rugby
Blacks, the	domestic Test match of the year for the All e final Lipovitan-D Rugby Championship match r, and the second of two Tests with Australia r the Bledisloe Cup (the first being the week prior).
28 Septem	nber 2024
Start:	Event begins at 3:45pm (see runsheet). The Prime Minister is welcome to let us know what time he'd like to arrive (recommendation of no later than 6pm)
End:	Final whistle at approx. 8:50pm and event end at 10:00pm.
Quay, Pipi	n Rugby Lounge, Sky Stadium, 105 Waterloo itea, Wellington
s6(c), s6(d)	
Rugby ma	tch
Invited gue TBC on tro and photo	ophy presentation, pending result (handshake opp only)
Name:	s9(2)(a)
Mobile:	
Title/role:	Event Manager, New Zealand Rugby
Email:	s9(2)(a) @nzrugby.co.nz
Name:	As above
	Rugby Ch New Zeala The final of Blacks, the of the yea playing for in Sydney 28 Septen Start: End: Wellingtor Quay, Pip s6(c), s6(d) Rugby ma Invited guant TBC on tra and photo Name: Mobile: Title/role: Email:

(If different to the primary contact point – e.g. Hotel/Conference Centre Manager.)	Mobile:
	Email:
Who will greet the PM on arrival?	NZR President Matthew Cooper
Dress code:	Smart attire. Supporter jerseys are encouraged
Are there any safety requirements?	No
Is there a fundraising element to the event? If so, please outline.	No
Which individuals or organisations are sponsoring the event? Please list.	Taisho Pharmaceuticals are the naming rights sponsor of the match.

ATTENDEES	, cit
How many people will attend?	130-140 in the VIP lounge, 34,500 at the match in total
Who will make up the audience?	In the VIP lounge: - New Zealand Rugby Board & staff - New Zealand Rugby life members - New Zealand Rugby sponsors - Sports stakeholders – Wellington Rugby/Rugby Players Association/Rugby Foundation/Sport NZ etc - Wellington City Council/WellingtonNZ - Rugby Australia Board Full guest list to be supplied approx. 2 weeks before the match
Please indicate any important guests or VIPs that the PM should be aware of.	TBC
Are other MPs being invited to attend?	Hon Chris Bishop Hon Nicola Willis (to invite) Hon Todd McClay (to invite) N.B. we invite the Prime Minister, Minister for Sport, Leader of the Opposition and Opposition Spokesperson for Sport to all of our Test matches. Declines have been received for this match from Ministers Hipkins and Henare.
Please supply an attendee list whereve	r possible. Attendee lists are required for dinner functions.

SPEECH DETAILS	
Is a speech required?	No
Who will be introducing and thanking the PM?	NA
Speech length: Please note the PM typically speaks for no longer than 15–20 minutes.	NA
Will there be a question and answer (Q&A) element? If so, how much time will be allocated to questions?	NA
Please indicate which, if any, of these facilities will be available to the PM:	Lectern:
	Lapel microphone:
	Fixed microphone on stand:
	Teleprompter:

	Projector for presentations:
Will the speech be recorded or livestreamed?	NA
What topics or issues should the PM's speech cover? Please indicate any issues you consider to be of interest or concern to the audience.	NA
Who else has been invited to speak?	NZR President Matthew Cooper will do a short speech to welcome all guests (2-3 min in length)
Who should the PM acknowledge?	NA

PHOTOGRAPHY	
Is photography permitted?	Yes, however photographers must be accredited in advance of the match and receive a briefing
If so, does consent need to be obtained for any individuals to be photographed?	No
Will your organisation have a photographer present?	Yes
Can the Prime Minister's Office use your photos (e.g. for publication on social media)?	Yes – accounts to tag would be @nzrugbyofficial and @allblacks
Does your organisation or photographer require credit/attribution for photos?	Yes – @nzrugbyofficial

MEDIA	KIO.
Do you plan to invite media to the event? If so, please list which media.	Media are not permitted in the VIP lounge, however media will be present covering the match
Is the event open to media? The Prime Minister's Office regularly informs the media of his events and engagements and we may invite media to attend. Please indicate if you do not want media to attend your event.	As above
Which aspects of the event or programme will be open to media?	Crowd shots in the stands often feature on broadcast (Sky Sport) and may be captured by TV cameras as well, the Prime Minister may be filmed/photographed in this capacity.
Each day, the PM holds a media stand- up (or press conference) to allow journalists to ask him about the issues of the day. Can we hold a media stand-up on or outside your premises? This would mean media (including TV cameras) may visit your site. If so, please note any restricted locations.	If this was of interest to the Prime Minister, the NZR media team would look in to feasibility

Please ensure any media advisory or press release referring to the Prime Minister's involvement in your event is supplied to the Prime Minister's Office in advance for approval.

CULTURAL DIMENSIONS	
 Will the PM be involved in a cultural protocol at the event (e.g. pōwhiri, blessing, ava ceremony)? Please outline the protocol and expectations on the PM in detail. Will the PM be required to respond, in English, te reo Māori or another language? If te reo Māori or another language, can you provide a speaker/singer on the PM's behalf? Will an interpreter be present? 	No C
If the PM is making a speech, is it appropriate for the speech to include a cultural greeting?	NA
Is the PM expected to provide a gift or koha?	No

QUESTIONS OF PM / PM'S OFFICE	\$O ¹
Do you have any questions regarding the PM's attendance?	Names of guests and staffers when confirmed
Form of address in writing:	Rt Hon Christopher Luxon, Prime Minister.
Form of address in person:	Prime Minister, Mr Luxon, Christopher, or Chris.
PM's dietary requirements:	None.

PROGRAMME AND KEY TIMINGS	3 `
Please provide an outline of the programme and key timings. Feel free to attach a runsheet or any other information you think may be helpful.	3:45pm – lounge opens 4:15pm – Under 85k National Club Cup final kick-off 5:50pm – approx. final whistle 6:30pm – welcome speech by NZR 7:05pm – All Blacks v Australia kick-off 8:50pm – approx. final whistle 8:57pm – approx. trophy presentation on field (pending result) 10:00pm – lounge closes
Please provide the names of others seated at the PM's table (if applicable to your event).	NA. The Prime Minister will be seated in the stands for the match next to his wife and either the Chair of NZR (Dame Patsy Reddy) or President of NZR (Matthew Cooper). The VIP lounge itself is cocktail-style

Thank you for taking the time to complete this form to support our planning. Please do not hesitate to contact the Prime Minister's Office if you have any questions.

From: \$9(2)(a) @nzrugby.co.nz>

Sent: Thursday, August 8, 2024 7:06 AM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora s9(2)(a)

Great to chat yesterday, thanks for your time.

As discussed, the three moments that we are looking at on 28 September for the All Blacks v Australia game are as follows:

Pre-match, sideline: there is an opportunity for the Prime Minister to join a small number of NZR commercial partners on the side of the field for the anthems and haka. This is a contracted benefit for a couple of our sponsors, and we generally try to reserve an extra 1-2 spots for additional guests. The PM would be escorted by a member of our commercial team directly after the in-lounge formalities (one speech by an NZR rep to welcome everyone to the match, 5 min max, no requirement from the PM) at approx. 6:35pm.

Post-match, visit to the sheds: after the match, our CEO & Chair will be able to escort the Prime Minister and Minister for Sport to the sheds to meet the team. We will need to stay pretty flexible here, as the timing of this (and length of time in the sheds) is dictated by the team and will depend on a number of factors based on what happened on the field (if there were any citations or cards, for example, the team's post-match process prior to a sheds visit takes more time), whether there is a trophy presentation and whether there are any significant injuries (which also result in some post-match processes). The visit usually happens at around 30-40 minutes post-match and lasts for 5-10 minutes.

Post-match, trophy presentation: there is a possibility of a trophy presentation. We won't know for sure until the week of the match, as it will depend on our performance in the Rugby Championship and against Australia in Sydney on 21 September. A trophy presentation will be drafted in advance, so we'll be able to press go and advise you of the plan fairly quickly on the week of the match. It's safe to say that in the event of a presentation:

- It will happen on the field about 7 minutes after the final whistle
- The Prime Minister and 1-2 other dignitaries will be involved (usually an NZR rep and Rugby Australia rep). If it is a trophy presentation for Australia, we may also invite the Australian High Commissioner or similar dignitary to be part of the presentation
- It is usually a pretty simple handshake and hand over scenario, there will be no medals.

Looking forward to receiving that briefing template when you get a chance, no rush on my end!

Many thanks

s9(2)(a)

From: \$9(2)(a) @parliament.govt.nz>

Sent: Monday, July 22, 2024 4:16 PM

To: \$9(2)(a) @nzrugby.co.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Hi ^{s9(2)(a)}

I hope you have been well.

Just reaching out to see if you've managed to catch up with the All Blacks team to discuss the PM's attendance.

It would be great to see what opportunities he could potentially have. I'm aware that previous PM's would hand out the cup and meet with the players post match.

I happy to chat on the phone.

Kind regards,

s9(2)(a) | Private Secretary | Executive Support

Office of the Prime Minister

Executive Wing, Parliament, Wellington 6011

From: s9(2)(a) @nzrugby.co.nz>

Sent: Friday, June 14, 2024 12:57 PM

To: s9(2)(a) @parliament.govt.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora s9(2)(a)

Great, thank you so much for the below, I'll pencil in the PM for that match. I have regular catch ups with All Blacks management, so in our next meeting I will talk to them about additional opportunities for the PM.

I'll be in touch again soon.

Many thanks

s9(2)(a)

s9(2)(a)

Events Manager

allblacks.com | nzrugby.co.nz | View our social channels

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in this way can help create an inclusive and safe environment for LGBTQIA+ colleagues.

I choose to work flexibly and may be in a different time zone than you, or I may be sending this email outside normal working

hours.

There is no need to respond to my emails outside of your working hours.



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If you are not the intended recipient, you must not peruse, use, review, pass on, distribute or copy this document or any attachments. If you are not the intended recipient, delete this email immediately and notify the sender.

Sent: Friday, June 14, 2024 12:00 PM

To: \$9(2)(a) @nzrugby.co.nz>

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Good morning s9(2)(a)

Thank you for reaching out and likewise. It has been full on the last few months however everything is starting to fall in place.

I have placed a hold in the Prime Ministers diary for him to attend the Bledisloe Cup Test match in Wellington. Can I please tentatively schedule him to attend this. I am really keen to see what sort of opportunities there are for the PM such as, attending the coin toss, meeting the players post-match or presenting etc.

If you have any questions, please don't hesitate to contact me and I look forward to hearing from you soon.

Kind regards,

s9(2)(a) Private Secretary

Office of the Prime Minister

s9(2)(a) <u>oparliament.govt.nz</u> | M: s9(2)(a)

Executive Wing, Parliament, Wellington 6011

From: s9(2)(a) @nzrugby.co.nz>

Sent: Thursday, June 13, 2024 8:39 AM

To: s9(2)(a) @parliament.govt.nz>

Subject: FW: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Kia ora **s9(2)(a)**

I hope you are well. I wanted to check in regarding our invitation to the Prime Minister to join us at a Test match this year. We know that the Prime Minister's diary is incredibly full, but if there is an opportunity for him to attend a Test we would be delighted to host him. Planning is well underway for the remaining five Tests so we would be grateful for a response to ensure that we're able to deliver on the Prime Minister's requirements.

Thank you so much and I look forward to hearing from you soon.

Kind regards

s9(2)(a)

s9(2)(a)

Events Manager

New Zealand Rugby Commercial LP | Whutupōro Aotearoa Pakihi LP

@nzrugby.co.nz

allblacks.com | nzrugby.co.nz | View our social channels

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in this way can help create an inclusive and safe environment for LGBTQIA+ colleagues.

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There is no need to respond to my emails outside of your working hours.



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From: s9(2)(a) @nzrugby.co.nz>

Sent: Monday, March 11, 2024 8:48 PM

@nzrugby.co.nz>

Subject: FW: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Mark Robinson (he/him) **Chief Executive Officer**

New Zealand Rugby | Whutupōro Aotearoa \$9(2)(a)

@nzrugby.co.nz

allblacks.com | nzrugby.co.nz | View our social channels

You may notice the use of pronouns on some NZR email signatures such as them/she/he, read this article about how sharing pronouns

in this way can help create an inclusive and safe environment for LGBTQIA+ colleagues.



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If you are not the intended recipient, you must not peruse, use, review, pass on, distribute or copy this document or any attachments. If you are not the intended recipient, delete this email immediately and notify the sender.

From: \$9(2)(a) On Behalf Of Christopher Luxon

Sent: Monday, March 11, 2024 4:46 PM

To: Mark Robinson \$9(2)(a)

Subject: RE: 2692: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Good afternoon Mark,

On behalf of the Prime Minister Rt Hon Christopher Luxon, thank you for your email and invitations to this years All Blacks and Black Ferns test matches.

We are taking this invitation under consideration and will be back in contact with a response as soon as possible.

We'd like to thank you once again for your email and will be in contact soon.

Kind regards,

s9(2)(a)

Private Secretary

Office of the Prime Minister

9(2)(a) <u>@parliament.govt.nz</u> | M: 9(2)(a)

Executive Wing, Parliament, Wellington 6011

From: Mark Robinson \$9(2)(a)

Sent: Monday, March 11, 2024 2:24 PM

To: s9(2)(a) @parliament.govt.nz>
Cc: s9(2)(a) @nzrugbv.co.nz>

Subject: Invitation | 2024 All Blacks and Black Ferns Domestic Test Matches

Tēnā koe Prime Minister

I am pleased to extend an invitation to join us for the 2024 All Blacks and Black Ferns domestic test match season.

I hope to see you at all, or some, of the matches.